



Action Plan for 2017 – 2018

Sprowston Town Council will publish an action plan annually in April. The Plan is drawn from the budget which is set in December and which includes project expenditure for the forthcoming year; from matters raised by members of the public during the Annual Parish Meeting and consultation; and from matters identified within Sprowston Neighbourhood Plan.

Sprowston Town Council will continually review the action plan, and will add any matters as required through the year. The Action Plan will be formally reviewed by the Council on a quarterly basis, to include an update on the matters identified; addition of any further appropriate actions identified during the quarter; and signing off of any completed actions.

The council-wide priorities with specific projects for current year are as follows:

Ranking	Council-Wide Policy	Activity	Budget	Update
1	Environment and Heritage	Redevelopment of Sprowston Diamond Centre CIL revenue to be allocated to the development of SDC	£1,441,680	contract build estimate
1	Resources and General Services	Refurbishment of grounds staff facilities	£8,000	
2		Replacement windows leased building	£5,000	
1		Resurfacing of Edwards Road Car Park	£29,500	

Issue 1 / outline actions agreed April 2017

Quarterly reviews due July, October, December 2017, March 2018

Next Action plan due March 2018

1	Recreation – Open Spaces / Playgrounds Refurbishment	Refurbishment of Wilks Farm Drive play area	£53,000	
1	Seating		£500	
1	Signage of open spaces	Signage of existing Windsor Park Gardens footpaths	£500	
2		Shelter Sprowston Recreation Ground	£11,000	
2		Replacement Goal Posts	£3,000	
1			£6,500	
1	Environmental	Planting of hedging at cemetery and allotment site	£3,000	
1	Recreation – open spaces	Skateboard Facility	S.106 provision of £100k	
3	Youth Forum	Discussion with stakeholders, approval by council in place.	Pending	
1	Environmental : Solar energy installations for Council buildings	To be incorporated in new build	see below SDC	
1	Sprowston Diamond Centre (SDC) major building works	Grant applications to be monitored.		
1	Harrisons Wood	Transfer of woodland to Council	£35,000 payback of CIL contribution	
1	Streetlights	Survey of existing stock	Included within maintenance contract £7,200	
1	Allotment roadway	General repairs	£600	

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The list of priorities is shown below:

Priority	Main Function	Greater Detail/Current Position	Update
Current activities			
High	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessments; Employee Handbook	Health and Safety in place, fire risk assessments undertaken, Employee Handbook completed – review as appropriate. HR and Risk Consultant support.	
High	Seeking external funding sources	Targeted action	
High	Council accommodation	Review changes to office accommodation	
Medium	Investigate bank investments	Deposit account improved but no further action on current account	
Low	Council structure	Continuing reviews	
Low	Noticeboards	Maintenance and installation review	
High	IT and office equipment	Review Maintenance Contract	
High	Community engagement	Explore and encourage public participation	
On-going activities			
High	Running the Council	Agenda, reports and research, finance	
High	Administration for whole council	Administration	
High	Council and committee agendas and minutes	Administration	
High	All council finances, end of year accounts, audit etc.	Administration	
High	Management of Sprowston Diamond Centre	Bookings, Administration, finance, maintenance and works	
High	Personnel matters, staff management	Administration and HR support	

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Priority	Main Function	Greater Detail/Current Position	Update
High	IT and office equipment	Maintain	
High	Publicity and website	Administration and training	
High	Annual Report	Preparation and printing	
High	Newsletter	Editorial, printing and distribution	
High	Annual Town Meeting	Arrangements and administration	
High	Grants	Finance	
High	New legislative requirements	Review Standing Orders / Financial Regulations and reflect in Policies	
High	Responding to consultations	Variable	
High	Planning consultation	Respond to planning from a local level	
High	Ensure good governance	Members receive introductory training and attend courses, conferences and seminars	
High	Policy reviews	On-going	
High	Contract reviews	On-going	
High	Training Strategy	Annual review. Training responsibilities are identified through appraisal and responded to	
High	Any other matters within the Council's legislative powers	On-going	
High	Town Council's role	Establish and develop further on-going network/stakeholder/voluntary and charitable trust relations	
High	Monitoring Sprowston Neighbourhood Plan	Variable	
High	Allotments	Lettings, licences, administration	
High	Allotment Holders Meeting	Review Allotment Group	
High	Cemetery (Church Lane)	Burials, administration, maintenance	
High	Open Spaces	Maintenance, bookings (leisure), administration, finance and works	

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Priority	Main Function	Greater Detail/Current Position	Update
High	Playgrounds	Maintenance and safety checks	
High	Street Lighting	Maintenance and safety checks investigate LED lighting	